

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Duchac and Schmidt

MEMBER EXCUSED: Greshay

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 7, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Jane Hooper, Clearview Administrator; Bethany Castleberg, Insurance and Benefits Coordinator

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Greshay; who was excused.

Mindemann verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Schmidt to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Frohling to approve the regular session minutes of the February 21, 2017 meeting of the Human Resources and Labor Negotiations Committee with a correction that all members present except Duchac, who was excused. Second by Schmidt. Motion carried.

Mindemann reported that there are no new updates regarding the Employee Trust Funds (ETF) Group Insurance Board (GIB) self-funded health insurance recommendation. Mindemann noted that the subject will remain a future agenda item. Frohling commented that Rep. Born is attending the April 3, 2017 Executive Meeting and may provide insight.

Mindemann reviewed the current Bereavement Leave Policy and provided examples regarding the definition of a "day(s)" as it relates to the hours per shift worked by employees. Mindemann provided bereavement statistics from the past (2) two years. There was discussion among the Committee members.

Motion by Duchac to define a "day" as a "scheduled work day" for bereavement purposes and requested an updated Bereavement Policy for approval at the next Committee meeting. Second by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Division Manager Fiscal & Support

Human Services & Health

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – Kimberly Nass, Corporation Counsel, Corporation Counsel, \$51.12, DC15, ST10A, 02/27/2017; Anthony R. Kasper, Survey & Mapping Specialist II, LR&P, \$22.66, DC017, ST01, 03/07/2017. RE-HIRE – None. RECLASSIFICATION (revised) – Nicole Streblow, Technical Support Specialist, Information Technology, \$19.31, DC05, ST02. STEP INCREASE – Julie M. Kaiser, Child Support Assistant Attorney, Child Support, \$34.51, DC09, ST12A, 02/15/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: Mielke notified the Committee of the Blue Zone project, a health initiative that may be brought to the Committee in the future as they are seeking employers to be Blue Zone Employers.

HR Director's Report:

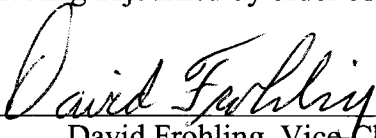
- a) Disciplinary Actions: None to Report
- b) Grievances and Arbitrations: None to Report

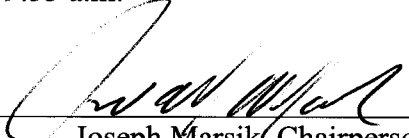
Future Agenda Items: Bereavement Policy, Summary of Exit Interviews, and Worker's Compensation Fund Balance, ETF Group Insurance Board Self Insurance, Blue Zone, and April 18, 2017 meeting date and time.

It was a consensus of the Committee to change the start time of the April 4, 2017 regular meeting from 9:00 a.m. to 8:00 a.m.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **March 21st, 2017 at 9:00 a.m. and April 4th, 2017 at 8:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:33 a.m.


David Frohling, Vice Chair


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.